
	<p align="center"><b>United States Army</b>  <b>Assistant G-1 for Civilian Personnel</b>  <b>West Region, Korea Area</b>  <b>STANDARD OPERATING PROCEDURE (SOP) FOR</b>  <b>HUMAN RESOURCES DEVELOPMENT</b>  <b>(Last Updated: January 2007)</b></p>	
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## **1. PROPONENT:**

The Chief, Human Resources Development Division (HRDD), Assistant G-1 for Civilian Personnel, West Region, Korea Area has overall responsibility for the administration and implementation of the Human Resources Development (HRD) program.

## **2. GENERAL:**

This Standard Operating Procedure (SOP) establishes responsibilities and prescribes procedures for the administration of the HRD program in the Korea Area. The HRDD will be responsible for those functions of the HRD program which do not require direct contact with management and the work force. The Civilian Personnel Advisory Centers (CPACs) are responsible for those functions of the HRD program that require direct interface and coordination with management in the CPACs serviced areas.

### **3. FUNCTIONAL RESPONSIBILITIES:**

#### **A. Human Resources Development Division (HRDD):**

1. The HRDD is responsible for coordinating and contracting for training to be delivered on a regional basis, e.g., training based on special needs or requirements for which regional planning would be more efficient and timely. It also includes training that is common to serviced organizations where standardized content and presentation is desirable. Examples of such training are the Civilian Personnel Management for U.S. Military Supervisors and Better Office Skills and Services. Delivery of HRDD sponsored courses may be arranged on a local basis if desired.

2. Specific HRDD responsibilities include:

- a. Develop administrative processes and procedures for the Korea Area HRD Program.
- b. Initiate training needs assessment surveys for serviced activities in the Korea Area. Consolidated regional training requirements will determine whether centralized management and delivery of training is warranted.
- c. Develop an annual training plan, including schedules for regional managed courses.
- d. Develop Korea Area training requirements and budget-projections.
- e. Assess sources for Korea Area training, determine delivery methodology, procure courses and instructors, where applicable, conduct, and evaluate each training course upon completion.
- f. Develop standardized courses which can be presented throughout the Korea Area.
- g. Establish, maintain, and announce centralized training opportunities.
- h. Serve as the single source for the Army Training Requirements and Resources System (ATRRS) processing. Enter annual Total Army's Centralized Individual Training Solicitation (TACITS) survey results and individual training nominations, update centralized training schedules, and obtain and allocate training quotas.
- i. Organize cadres of trainers at the installation level.

## **B. Civilian Personnel Advisory Centers (CPACs):**

1. Managers and supervisors are responsible for determining organizational and individual training and development requirements and the associated dollars needed to meet mission requirements. They are also responsible for advising employees on the career development program and nominating them for formal training incorporated with on-the-job training. Employees are responsible for assessing their needs for self-development. Managers, supervisors and employees will evaluate training instances and developmental programs for their value to job performance, recommended modifications, and/or continuing need.

2. Managers and supervisors will designate a unit civilian training coordinator. The unit training coordinator will:

- a. Disseminate information on training and development opportunities to employees.
- b. Assist managers with submission of training and development requests.
- c. Assist CPACs with on-site course administration.
- d. Ensure that training and development requests and course evaluations are properly completed.

3. CPAC generalists will advise managers and supervisors on:

- a. Assessment of training needs.
- b. Training programs to improve organizational and individual performance to include HRD program planning to meet the mission of the serviced organizations.
- c. Use of training needs assessment survey instruments developed by HRDD.
- d. Sources of training and other HRD marketing information.
- e. Training plan requirements, e.g., Army Civilian Training Education and Development System (ACTEDS) or Individual Development Plans (IDP) required by regulations.
- f. Career program or personnel proponency requirements.
- g. Validate local training requirements.
- h. Analyze the overall installation/activity annual training program plans and provide input to HRDD for consolidation into Korea Area training requirements.
- i. Coordinate with HRDD regarding installation/activity training requirements, budget, and delivery of training courses.

- j. Coordinate all on-site training.
- k. Make arrangements for on-site training facilities, training materials and equipment when available and needed.
- l. Conduct local training classes if needed.

## **4. TRAINING PROGRAM ADMINISTRATION:**

### **A. Annual Regional Training Needs Survey:**

Appropriate training is essential to mission accomplishment. Supervisors will review the training needs of their subordinate employees in conjunction with the annual performance appraisal. For this purpose, serviced activities are strongly encouraged to require the use of Individual Development Plans (IDPs) for all employees. Supervisors will also prioritize identified needs and fully document them during the Annual Training Needs Survey, the purpose of which is to identify, collect and plan for meeting shared organizational, occupational and individual employee training needs Korea-wide. Responsibilities for conducting this survey are as follows:

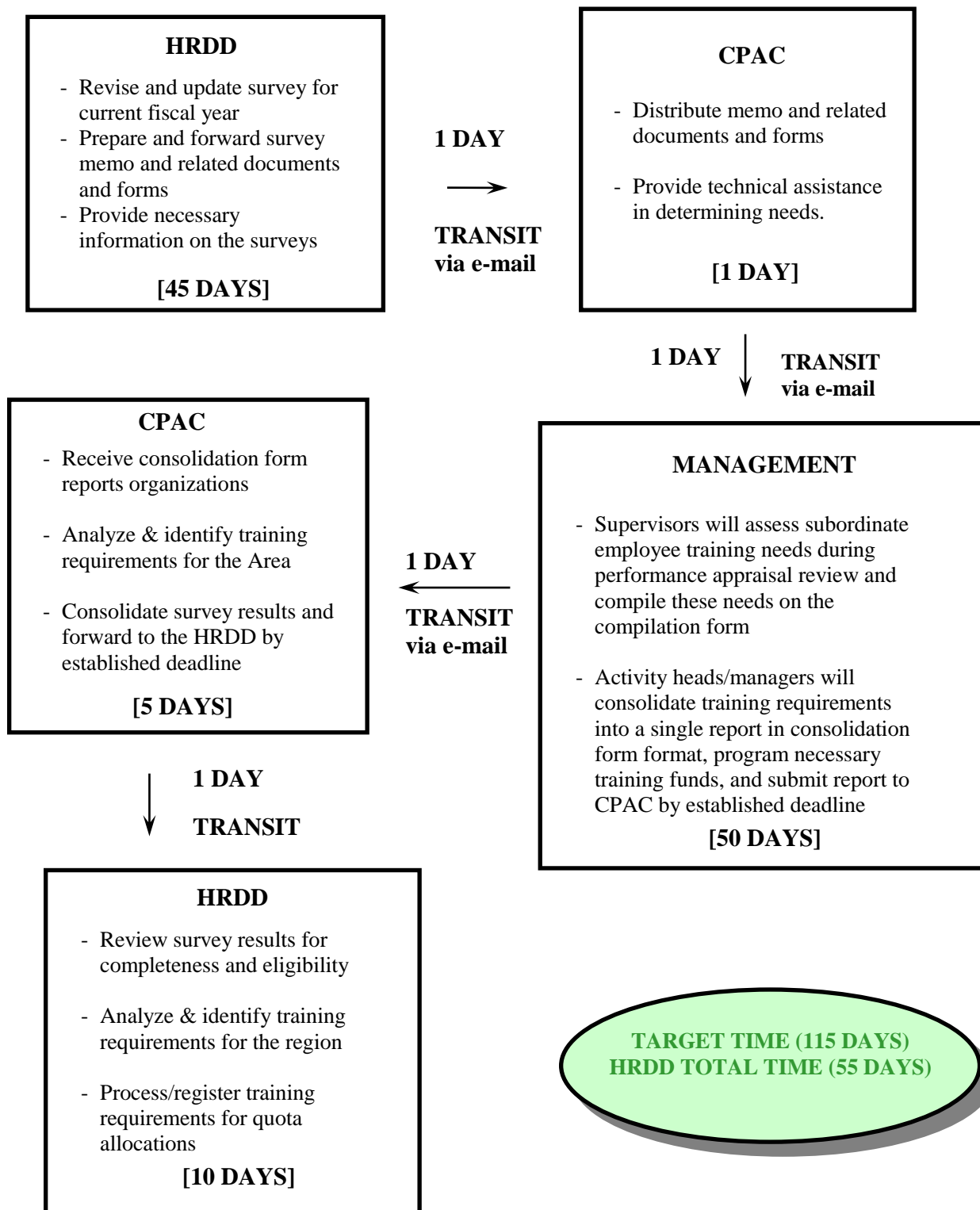
#### **1. HRDD will:**

- a. Develop and forward the command's annual and special training needs surveys to serviced organizations through CPACs.
- b. Provide necessary information on the training needs surveys to CPACs.
- c. Review and validate training needs for completeness and eligibility.
- d. Analyze and identify appropriate training mode for the region.
- e. Consolidate survey results.

#### **2. CPACs will:**

- a. Distribute annual training and other training needs survey packages to include annual surveys received from HRDD to serviced organizations.
- b. Provide technical assistance to unit training coordinators and supervisors in determining training needs of their subordinate employees and supervisor's own training needs.
- c. Receive survey reports from organizations.
- d. Analyze and identify appropriate training mode for installations.
- e. Submit consolidated training requirements to HRDD.

## TRAINING NEEDS SURVEY



**B. Local Training Needs Survey:**

If the training cannot be accomplished on the job, the employee should be programmed, if possible, to attend appropriate CPAC or off-the-job training courses. Requests for training should be incorporated in the CPAC local training needs survey.

1. CPACs will:

a. Conduct a local training needs survey in conjunction with the Regional Training Needs Survey.

b. Make arrangements for the local activity training program to include quarterly training for family members on such topics as resumes, resumix/answer, interviewing for a job, etc.

c. Receive survey reports from local organizations.

d. Announce courses to organizations.

e. Review submitted DD Form 1556s and select nominees.

f. Assign instructors to the training course.

g. Conduct and facilitate local training courses. If necessary, arrange for contract courses.

h. Make arrangements for employees to attend CPAC, Army Community Services (ACS) or off-the-job training courses.

i. Provide students rosters to serviced organizations for data entry into the Oracle Training Administration (OTA) Lite in DCPDS.

j. Ensure training is scheduled for family members, i.e., Resumix, Resume writing etc. This training can be in coordination with local ACS.



### **C. Fiscal Year (FY) Regional Training Program Plan:**

Training needs assessment is productive and meaningful only if followed up by realistic planning. In order to meet essential organizational, occupational and individual employee training needs during the coming fiscal year, serviced organizations must partner with HRDD and the CPACs to develop, approve and fund a Korea-wide training plan based on Annual Regional Training Needs Survey results.

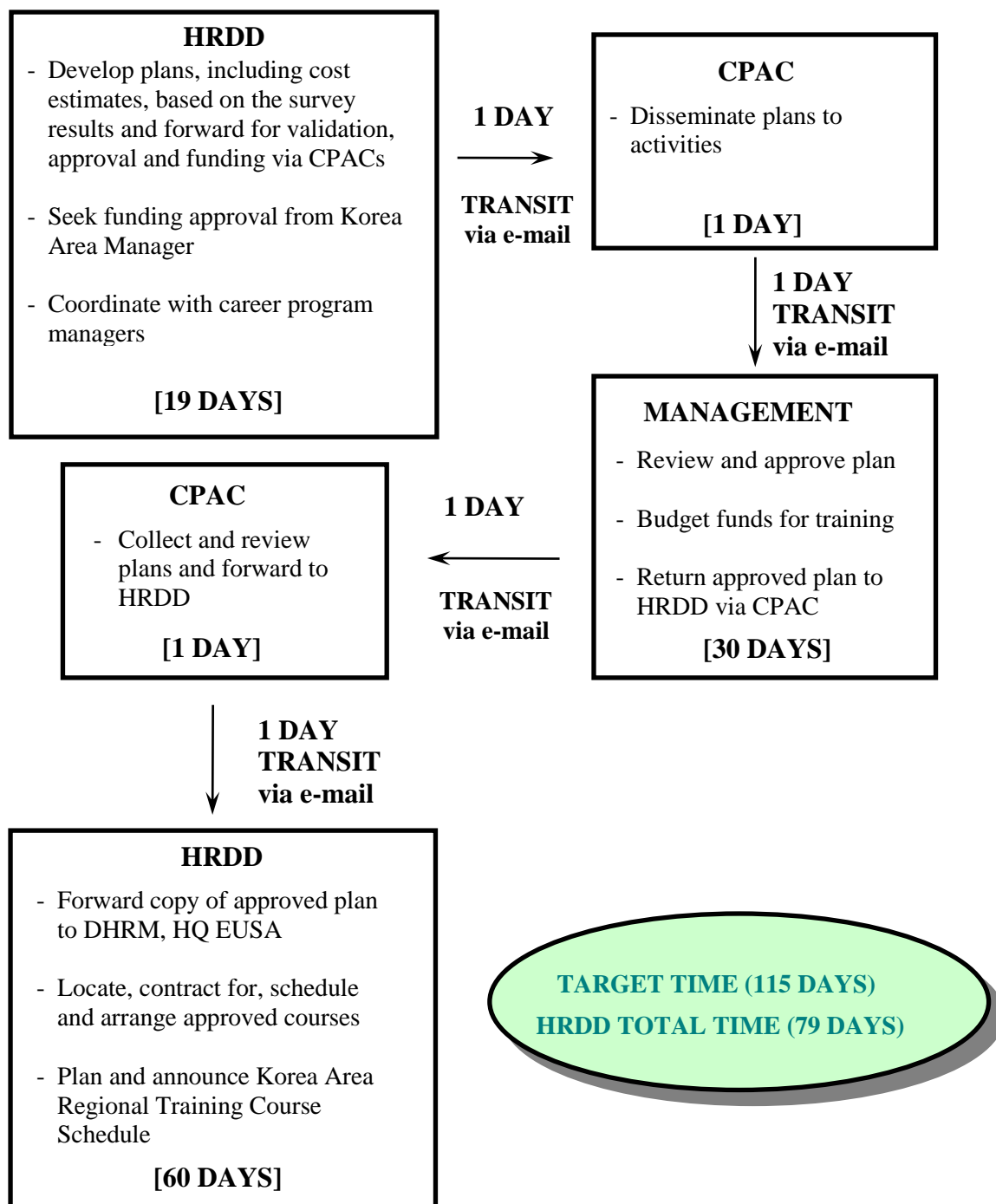
#### **1. HRDD will:**

- a. Develop detailed plans, including estimated costs, to meet identified regional, area-wide and individual organizational training needs and forward them to the organizations via the CPACs.
- b. Seek approval and funding commitment from Area Manager, career program managers, resource managers, and heads of serviced organizations.
- c. Forward a copy of the approved plan to Directorate of Human Resources Management, HQ EUSA.
- d. In coordination with those organizations and the CPACs, locate, contract for, schedule and arrange training courses to implement the approved plans.
- e. Plan and announce the Korea Area Regional Training Course Schedule on or about 1 October and promote and administer the program throughout the fiscal year.
- f. Assist organizations with arrangements and administration of on-site courses at their location.

#### **2. CPACs will:**

- a. Coordinate with managers, supervisors and HRDD to develop FY training schedule.
- b. Disseminate approved FY Training Program Plan for implementation

## FISCAL YEAR (FY) REGIONAL TRAINING PROGRAM PLAN



#### **D. HRDD Regional Training Courses:**

Serviced activities, HRDD staff and local CPACs must cooperate to ensure that agreed upon, identified employee training is actually accomplished. If needed training cannot be accomplished on the job, the employee should be programmed, if possible, to attend appropriate off-the-job training courses. Application for Regional Training Schedule courses will be made using the Civilian Human Resource Training Application System (CHRTAS). Responsibilities are as follows:

##### **1. HRDD will:**

a. Annually analyze the results of needs surveys, together with other relevant sources, to determine and prioritize employee training needs throughout the Korea Area. Based on this analysis, tentatively select and schedule those courses for which a sufficient need, shared by activities in one or more Areas, can be documented.

b. Publish and widely disseminate an annual Vendor Solicitation Memo and Request for Proposals. Select and contract with vendors based analysis of bids using an approved decision matrix. Create and list classes in CHRTAS. Finalize and announce the Regional Course Schedule via local CPACs on or about 1 October each year. Prepare periodic Course Listing updates and disseminate via local CPACs.

c. Monitor employee applications and supervisory approvals in CHRTAS. Make tentative selections, notify activities, and request funding via local CPACs.

d. Notify vendors, prepare invitational letters, assist with vendor travel arrangements. Send selection notices to employees via CHRTAS. Produce class rosters, sign-in sheets, evaluation forms and certificates of completion.

e. Process vendor invoices for payment. Finalize and maintain course files. Update course completions in CHRTAS so that they will flow into employee training records in DCPDS.

##### **2. CPACs will:**

a. Disseminate announcements and updates to serviced activities. Provide training on and assistance with the CHRTAS application process.

b. Process applications made using the alternate "Regional Training Application Form" and help employees to apply in CHRTAS. The alternate form is available on the HRDD web page: <http://cpoc-www.korea.army.mil/chra/hrd.htm>

c. Disseminate notifications and funding requests to serviced activities. Monitor, expedite and assist with funding process. Receive funding documents and forward to HRDD in a timely manner.

##### **3. Serviced Activities:**

a. Employees will apply for classes using CHRTAS or the alternate “Regional Training Application Form.”

b. Supervisors will respond promptly to e-mail requests for approval/disapproval generated by CHRTAS. Approvals must be made prior to the closing date. CHRTAS will automatically delete applications that have been pending supervisor approval for more than 60 days.

c. Supervisors and/or RMs will obligate funds for tuition using simplified DD Form 1556 or SF-182 provided by HRDD and return via local CPAC.

d. TDY costs, if any, are also the responsibility of the nominee’s activity.

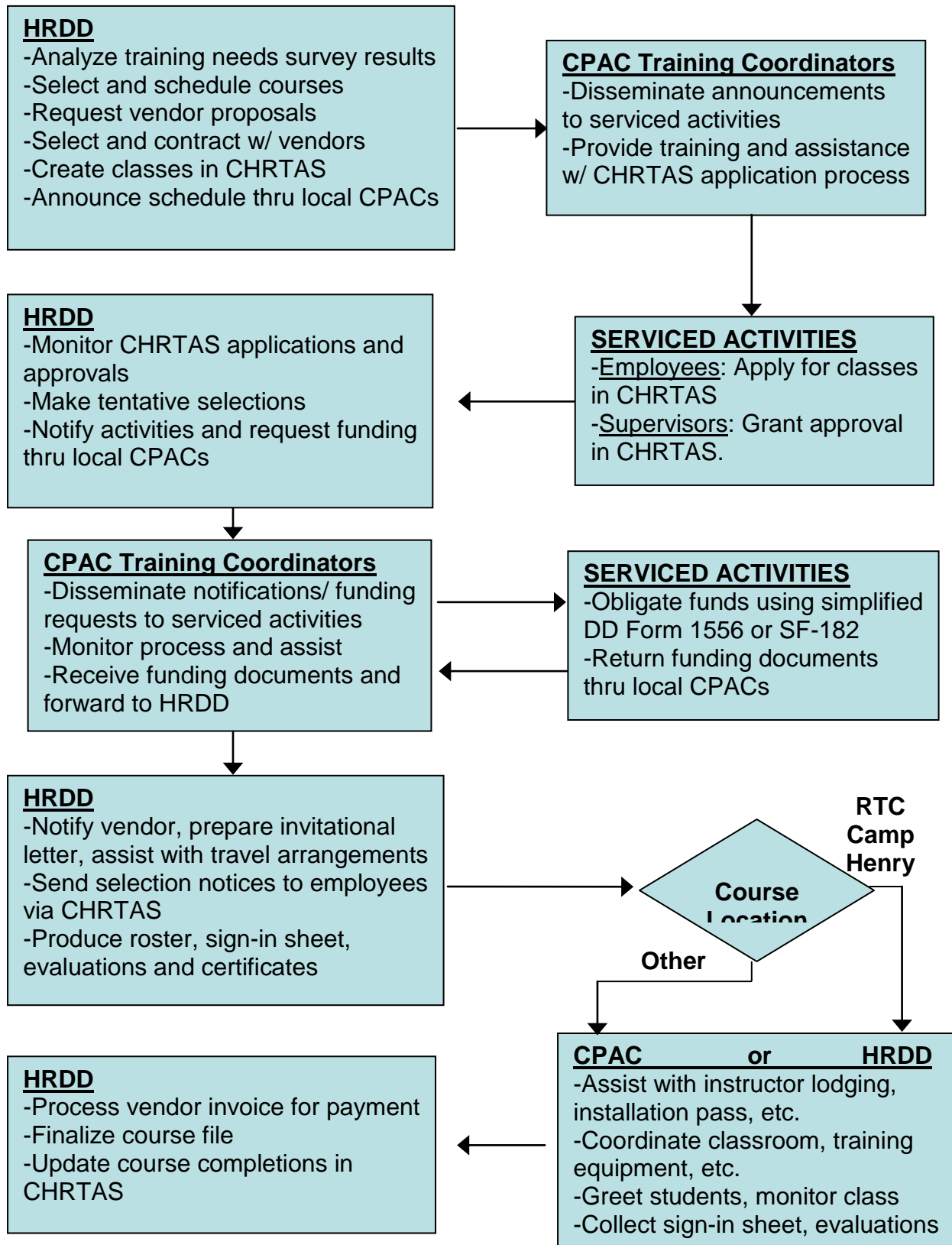
4. CPAC or HRDD will:

a. Assist the instructor with lodging arrangements, installation passes, etc.

b. Coordinate securing classroom space, required training equipment and classroom supplies.

c. Greet students, monitor the class, collect sign-in sheets and evaluations and forward to HRDD.

## HRDD Regional Training Courses



Assistant G-1 for Civilian Personnel  
West Region  
Korea Area  
Human Resources Development Division  
Unit # 15746  
APO AP 96218-5746



CHECKLIST  
SELECTION OF NOMINEES

COURSE TITLE & DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

JOB TITLE & GRADE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PRIORITY FOR SELECTION IS AS FOLLOWS

- a. Mandatory course requirement for the employee.
- b. The training course is directly related to the job of the employee.
- c. The course is identified on the employees IDP.
- d. Current AF serviced workforce.
- e. Current NAF serviced workforce.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Does the nominee meet the training criteria and prerequisites?	_____	_____	_____
2. Did you read the course description/contents to determine the selection based on “who can attend”?	_____	_____	_____
3. Is the training directly related to the nominee’s present or planned work? (If planned, how is the course been identified and justified by the supervisor as required?)	_____	_____	_____
4. Has the employee’s job description been reviewed and compared to the course content?	_____	_____	_____
5. Is the training identified in the attendee’s IDP? Has priority been given to training listed on the IDP?	_____	_____	_____
6. Did the nominee attend this course or a similar type of training before? If yes, put the date. _____	_____	_____	_____
7. Has this employee completed any HRDD sponsored courses in the past? If yes, how many? _____	_____	_____	_____
8. Is the attendee an appropriated fund employee?	_____	_____	_____
9. Is a copy of the employee’s training history attached to the checklist & DD Form 1556?	_____	_____	_____
10. Other	_____	_____	_____

\_\_\_\_\_  
Course program manager’s  
signature and date

\_\_\_\_\_  
Reviewer’s signature and date

**E. Preparing and Conducting Local Training:**

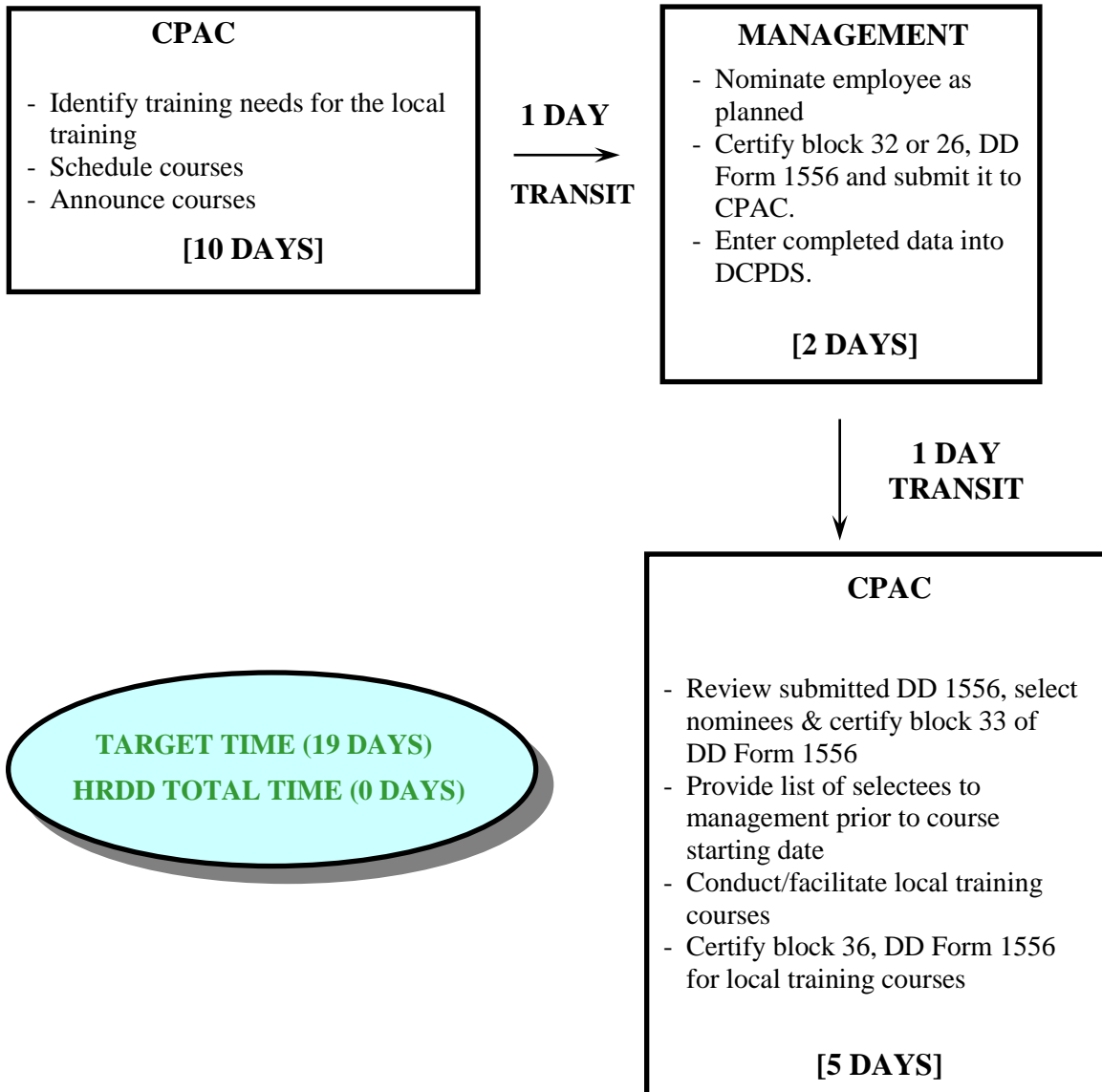
If the training cannot be accomplished on the job, the employee should be programmed, if possible, to attend appropriate CPAC or off-the-job training courses. Request for training (DD Form 1556) should be submitted to CPAC.

CPACs will:

- a. Identify training needs for local training courses.
- b. Notify, through the training coordinators or directly, course nominees of their selections; e.g., training course dates, hours, location, and special requirements.
- c. Make arrangements for the local activity training program.
- d. Announce courses to organizations.
- e. Review submitted DD form 1556 and select nominees.
- f. Assign instructors to the training courses.
- g. Conduct and facilitate local training courses.
- h. Make arrangements for employees to attend CPAC or off-the-job training courses, if possible.
- i. Provide student rosters to the unit training coordinator for data entry into DCPDS.



## PREPARING AND CONDUCTING LOCAL TRAINING



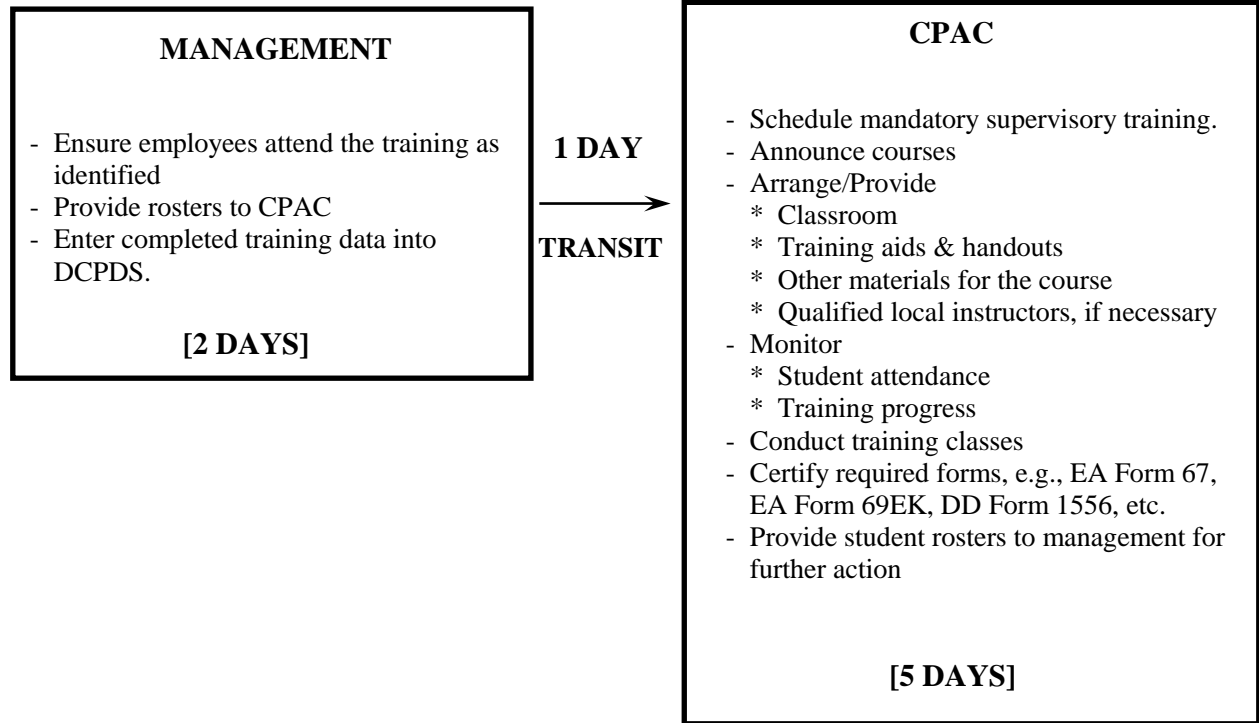
**F. Required Local Training Program:**

Employees will receive required local training by CPACs at the time of employment or overseas assignments, mandatory supervisory training, etc. Other training courses required by laws or regulations will be conducted in the command through coordination with proponent organizations.

CPACs will:

- a. Announce the courses to serviced organizations.
- b. Review submitted DD Form 1556 for completeness and eligibility of course attendance.
- c. Secure classroom facilities, training aids, and other materials for the course when available and feasible.
- d. Notify employees of their selection and provide information related to the course.
- e. Monitor student attendance and training progress.
- f. Conduct training classes, e.g., Introduction to Korean Supervision (IKS), etc.
- g. Maintain the student roster.
- h. Provide necessary assistance to speakers.
- i. Certify block 33 and/or 36, DD Form 1556, if needed.
- j. Identify training needs for the supervisory training by checking DCPDS data or review of training needs survey results.
- k. Schedule courses, arrange training facilities, training aids, training handouts and other course materials.
- l. Issue memorandums to commanders advising them of the requirements for their subordinate supervisors to complete mandatory supervisory training through correspondence programs, computer-based training and training by the servicing CPACs, i.e., Leadership and Development Course and Human Resources Supervisory Training.
- m. Select nominees and provide a list of selectees to management prior to course start date.
- n. Designate the speakers, facilitators, and help them conduct training.

## REQUIRED LOCAL TRAINING PROGRAMS



**TARGET TIME (8 DAYS)**  
**HRDD TOTAL TIME (0 DAY)**

## **G. Department of the Army (DA) Mandatory Supervisory Development**

1. All newly appointed supervisors (military and civilian) of civilian employees must complete the following two-phase training program. New civilian supervisors of civilians must complete both phases within six months after appointment. New military supervisors of civilians must complete both phases within 6 months but NLT 12 months of appointment.

a. Phase I: Supervisor Development Course (SDC). This on-line course is made up of two subcourses. Both subcourses must be completed.

Subcourse - ST5001: Managing and Leading provides techniques for managing work and leading people. Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.

Subcourse - ST5002: Human Resources Management provides training to enable a supervisor to use personnel management and training procedures to ensure mission accomplishment and subordinates' professional growth. It includes lessons on position classification, staffing, human resources development, performance management, awards, discipline, and labor relations.

[Note: In addition to SCD, activities in Korea are strongly encouraged to require their new supervisors to attend the 40 hour HR for Supervisors course, offered by the local CPAC. While not yet officially required by DA, HR for Supervisors provides a solid on-the-ground introduction to HR policies and procedures PLUS important face-to-face contact with the local CPAC staff.]

b. Phase II: 40-hour Leadership Education and Development (LEAD) Course. The course consists of instruction in practical application on leadership doctrine and competency including professional ethics, counseling skills, communication, group development theory, team building, motivation, problem solving and decision making. The LEAD Course is required to be completed by new supervisors within six months after completion of the Supervisory Development on-line Correspondence Course.

c. Completion of this two-phase training program will be considered a factor in determining whether a supervisor has satisfactorily completed the required supervisory probationary period.

2. Korean National (KN) supervisors will complete an 8-hour Supervisory Development Program within 6 months after assumption of supervisory duties.

3. U.S. military personnel with supervisory responsibilities of U.S. civilian employees are required to attend the Civilian Personnel Management (CPM) course within 3 months after assuming supervisory duties.

4. U.S. civilian managers who directly supervise U.S. military personnel are required to attend the Military Personnel Management (MPM) course within 3 months after assuming supervisory duties.

5. U.S. military and civilian supervisors who directly supervise Korean employees are required to complete the Introduction to Korean Supervision (IKS) course within 3 months after assuming supervisory duties.

6. New civilian managers are required to complete the Manager Development Correspondence Course available through the Army Institute for Professional Development, Fort Eustis, VA using the online application ([http://www.aimsrdl.atssc.army.mil/accp\\_top.htm](http://www.aimsrdl.atssc.army.mil/accp_top.htm)). New managers are defined as a supervisor who supervises supervisors or managers programs, resources and/or policy development. This course must be completed within 6 months after assuming these duties. This course may be waived for Sustaining Base Leadership and Management Program (SBLM) graduates.

7. Army civilians newly appointed or promoted to journeyman level positions should enroll within 30 days of appointment or promotion to the position and successfully complete the Action Officer Development Course (AODC) within 6 months of enrollment. This applies only to those employees in a two-grade interval professional and administrative series.

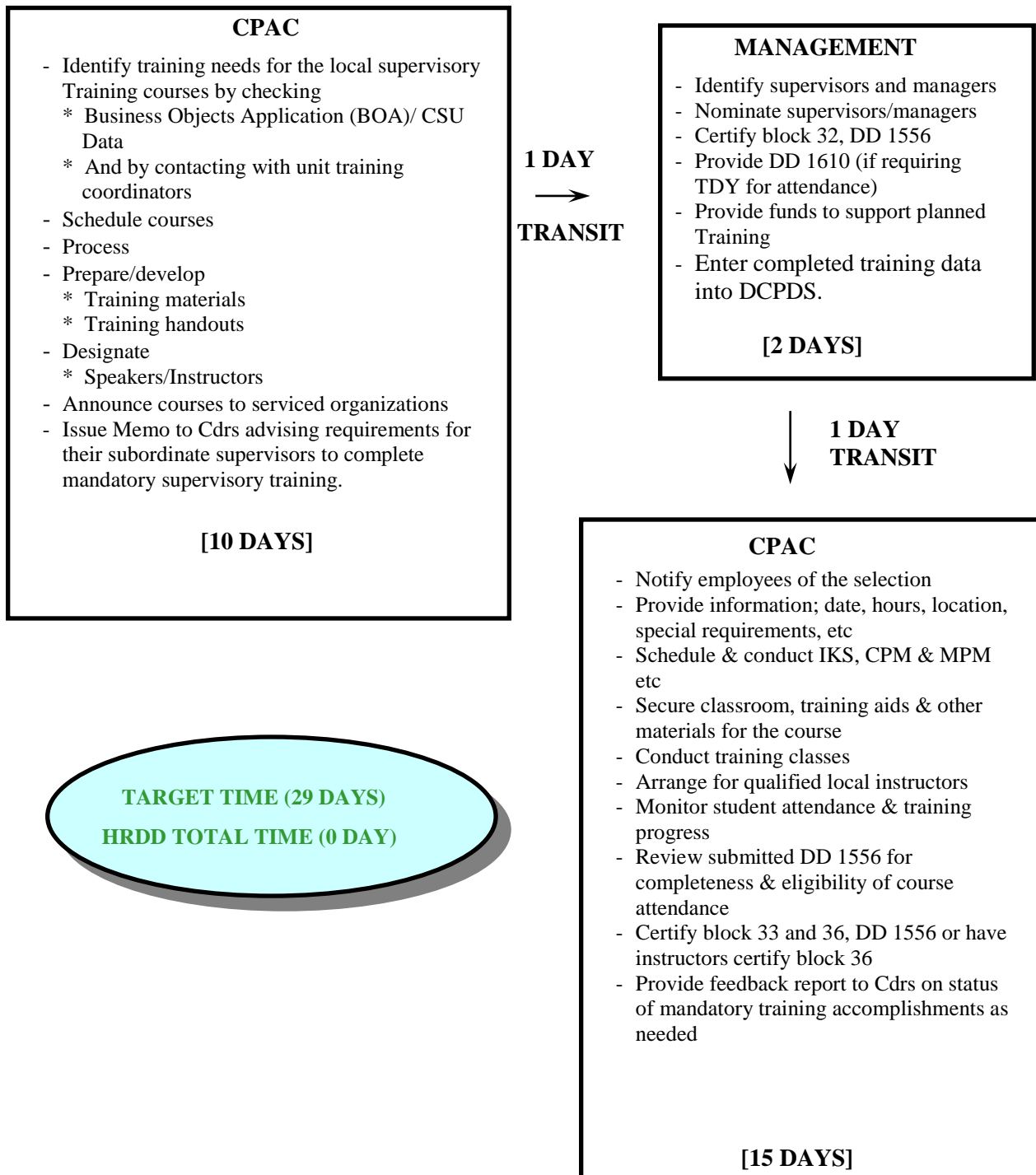
8. The Personnel Systems Managers of the CPAC will identify supervisors, new managers, and employees appointed or promoted to journeyman level positions by organization and location who need to attend mandatory supervisory, new manager development and action officer development training.

9. The servicing CPAC will issue memorandum to commanders advising them of requirements for their subordinate supervisors to complete mandatory supervisory training, new managers to complete the Manager Development Correspondence Course, and journeyman level employees to complete the Action Officer Development Course.

10. The servicing CPAC will check training data every three months to track the status of completion of the mandatory courses.

11. The local servicing CPAC is the point of contact for scheduling mandatory training for personnel during their first year after assignment to a supervisory position. The courses will be announced by the servicing CPAC on a quarterly basis during the fiscal year.

## **MANDATORY SUPERVISORY/MANAGEMENT TRAINING**



## **H. Regional Training Courses Developed by HRDD**

In-country training courses developed by the HRDD are provided utilizing available qualified in-house instructors from within Korea at no cost to the command when feasible.

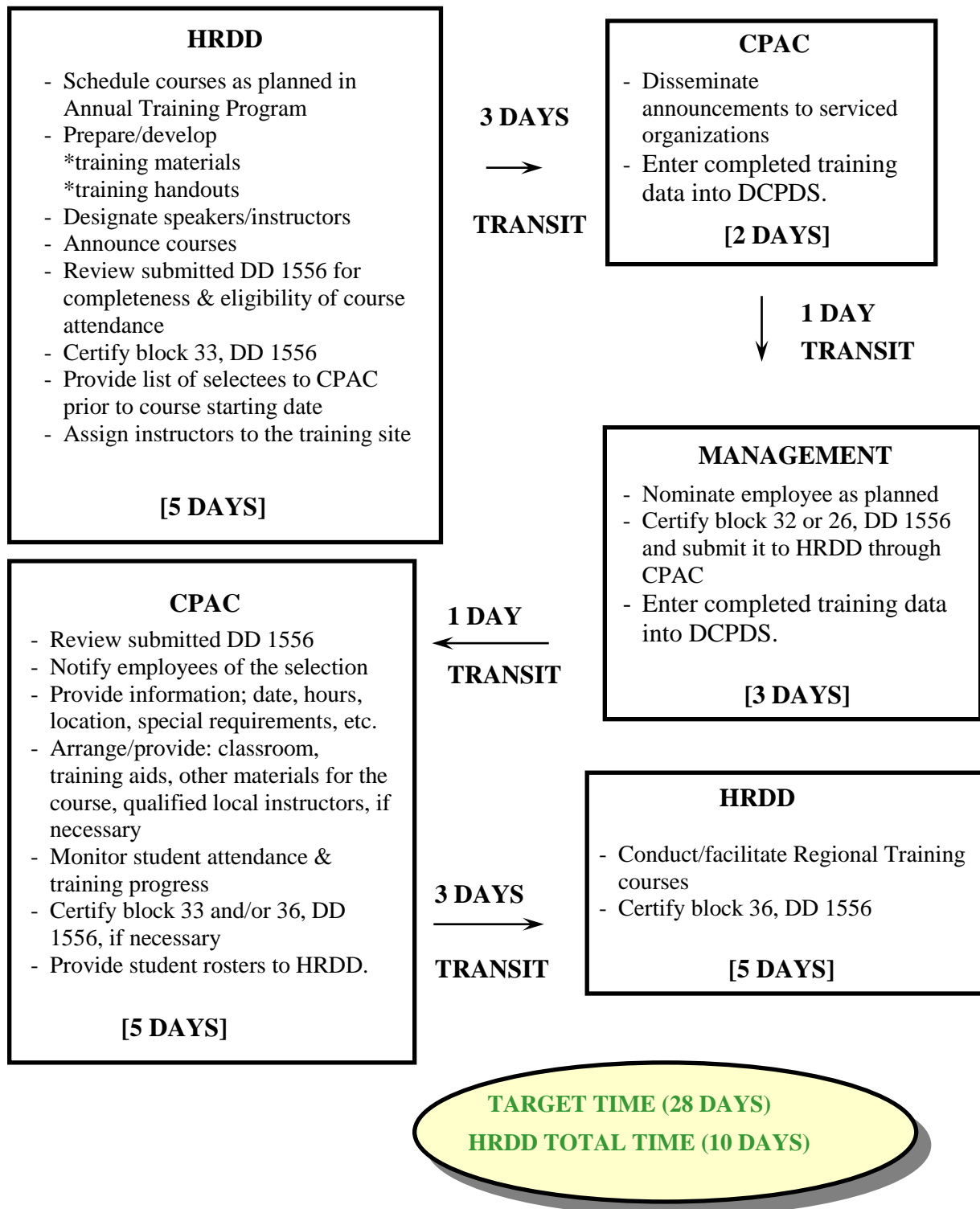
### **1. HRDD will:**

- a. Schedule and announce courses to organizations through CPACs.
- b. Prepare and develop training materials and training handouts.
- c. Review training requests (DD Form 1556) submitted by organizations for completeness and eligibility of course attendance.
- d. Select nominees and notify CPACs of selections.
- e. Locate and solicit qualified in-house instructors to conduct Korea Area sponsored courses.
- f. Conduct Korea Area sponsored courses.
- g. Certify block 33 and 36, DD Form 1556 and issue a copy to attendees.

### **2. CPACs will:**

- a. Distribute HRDD's training announcements to organizations and coordinate with HRD in conducting courses at the local installations.
- b. Review submitted DD Form 1556.
- c. Notify employees of their selections and provide them with course information.
- d. Locate training facilities, obtain training aids and make other necessary arrangements, if necessary.
- e. Monitor student attendance and training progress.
- f. Certify block 33 and/or 36, DD Form 1556, if needed.

## REGIONAL TRAINING COURSES DEVELOPED BY HRDD





## **I. Out-of-Country Training Courses:**

US and Korean civilian employees may attend short and long-term out-of-country Government and non-Government resident training courses. In reaching decisions to support such training, the necessity, timeliness, and cost of the training; the availability and appropriateness of sources of training; and the best interests of the Government will be considered. A DD Form 1556 must be submitted to CPAC through commanders or authorizing officials.

### **1. Short-Term Training:**

#### **a. CPACs will:**

(1) Provide assistance and advice to employees and supervisors on matters pertaining to out-of-country training.

(2) Review submitted DD Form 1556 for completeness.

(3) Forward DD Form 1556 to HRDD into ATRRS for quota allocations.

(4) Announce course schedules, if necessary.

(5) Review out-of-country training requests (DD Form 1556) in terms of necessity, appropriateness, and cost effectiveness.

(6) Log-in training requests.

(7) Certify block 33 and 36 of DD Form 1556 and issue a copy to attendees.

(8) Obtain training quotas from training vendors for courses not controlled by ATRRS.

(9) Follow-up on the status of training requests.

(10) Upon receipt of selections or quotas from schools, notify management.

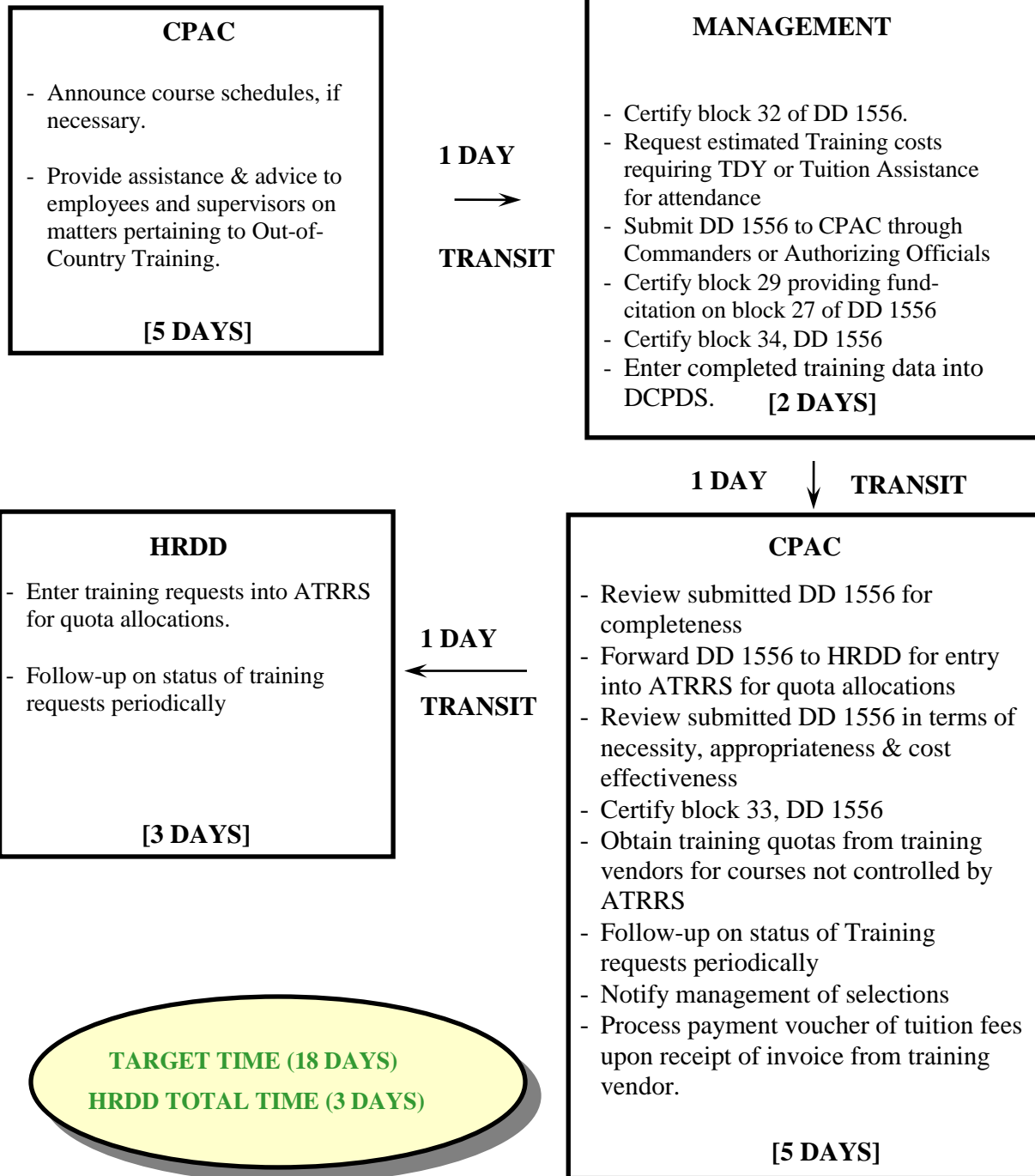
(11) Process payment vouchers of tuition fees by preparing SF 1034 and submitting them with other documents to the Finance Office for payment.

#### **b. Chief, HRDD will:**

(1) Enter training requests into ATRRS for quota allocations.

(2) Follow-up on the status of training requests entered into ATRRS.

## OUT-OF-COUNTRY TRAINING COURSES



## **2. Long Term Training (LTT):**

a. A variety of LTT opportunities are provided by Department of Defense, Headquarters Department of the Army, and other activities. The most popular recurring programs are as follows:

(1) Senior Service College (SSC) Programs:

- National War College (NWC)
- Industrial College of the Armed forces (ICAF)
- Army War College Resident Program (AWC)
- Army War College Distance Education Course (AWCDE)

(2) Competitive Professional Development Opportunities: This program includes four types of training: university training, developmental assignments, training with industry, and others.

(3) Other programs include: Army Comptrollership Program at Syracuse University, Graduate Cost Analysis Program, the Logistics Executive Development Course, Army Congressional Fellowship Program (ACFP), Secretary of the Army Research and Study Fellowship (SARSF), Commerce Science & Technology Fellowship Program (ComSci), DOD Executive Leadership Development Program (DELDP) Defense Leadership and Management Program (DLAMP), and Office of the Secretary of Defense (OSD) Energy Management Professional Enhancement Program (EMPEP).

(4) These programs are announced annually in the ACTEDS Training Catalog or by the separate program announcements. Detailed information on course description, eligibility requirements, selection procedures, and nomination suspense dates, etc. are contained in the catalog.

b. DHRM, EUSA will:

(1) Announce selective LTT opportunities to installations through, Korea Area Director to CPACs in response to announcements by HQDA or higher headquarters.

(2) Obtain command endorsement for training programs that require Major Command's endorsement.

(3) Forward the approved nominations to HQDA for final selection.

(4) Upon receipt of notification of selections from HQDA or higher headquarters, notify management of the selections, Korea Area Director to CPACs.

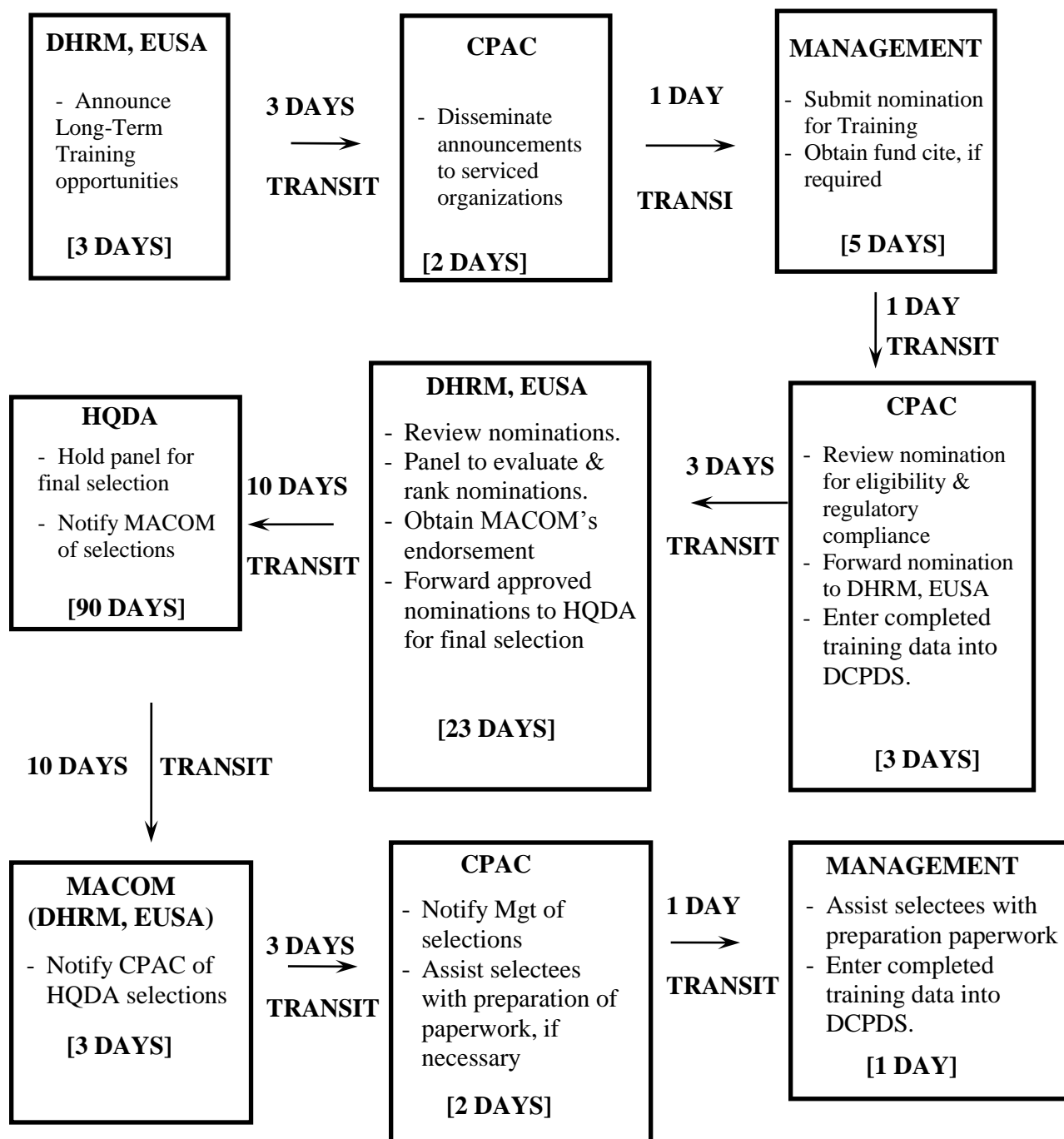
(5) Assist selectees in preparing any necessary documents.

(6) Provide information on course completion to CPACs.

c. CPACs will:

- (1) Solicit nominations based on the announcement provided by DHRM, EUSA.
- (2) Review the nomination packets for eligibility and regulatory compliance, i.e., grade requirements, fund approval, and forward them to DHRM, EUSA for further action.
- (3) Notify management of selections when the results of selection are provided by DHRM, EUSA through the Korea Area Director.
- (4) Provide assistance in preparing the necessary documents.

## LONG TERM TRAINING



**TARGET TIME (164 DAYS)**  
**HRDD TOTAL TIME (0 DAYS)**

## **J. On-Site Training Courses:**

Formal on-site training may be conducted by qualified personnel from the command or through a contract with an individual instructor or a training organization when an on-site presentation of a course is appropriate and desirable. Command career program managers will determine requirements for on-site training when completing the annual training needs survey. DD Form 1556 will be used for the on-site course nomination.

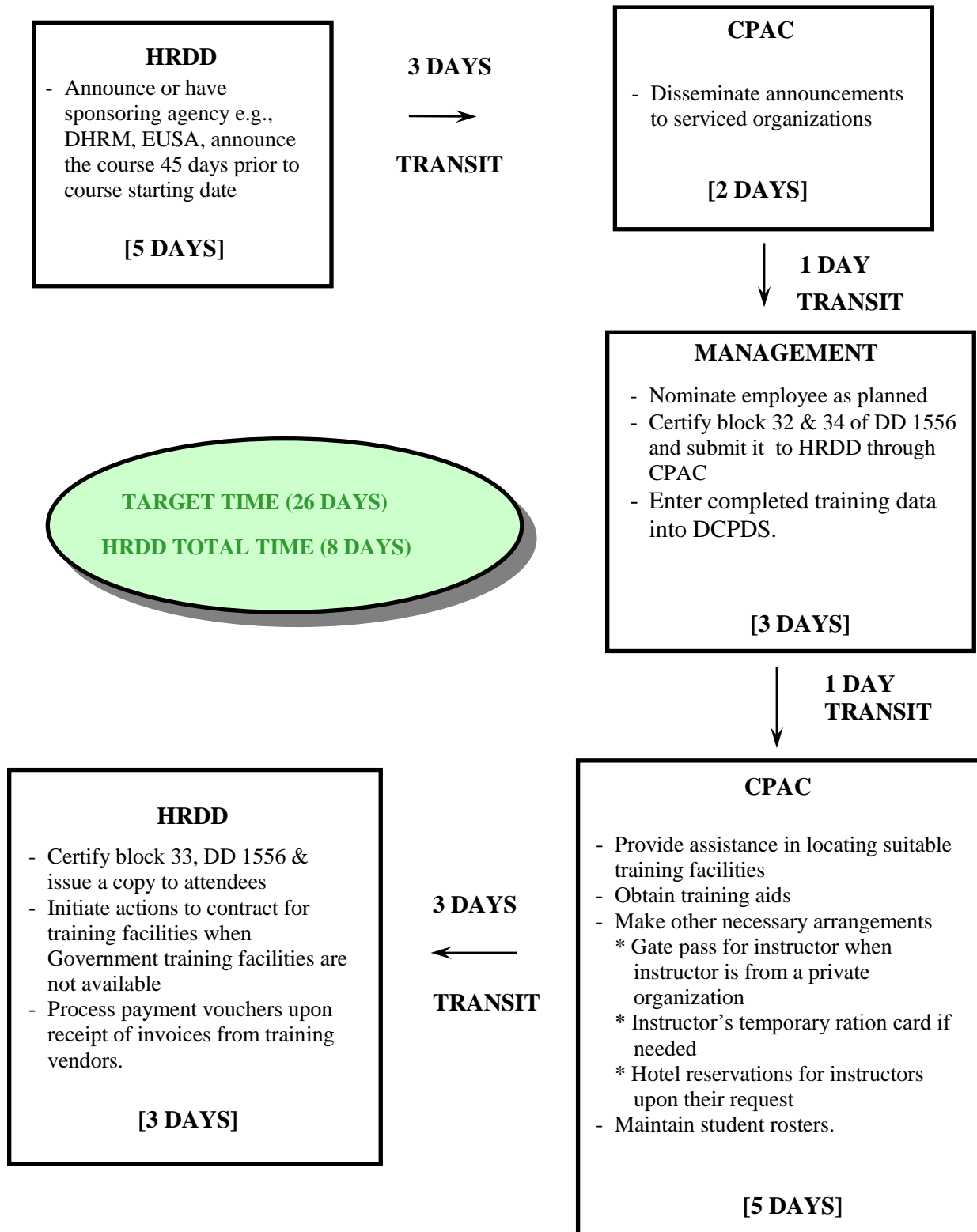
### **1. CPACs will:**

- a. Disseminate course announcements received from HRDD or sponsored activities to organizations.
- b. Make necessary arrangements for the conducting of on-site training.
- c. Obtain gate passes for instructors when instructors are from private organizations. Assist in processing instructor's temporary ration card if needed.
- d. Make hotel reservations for instructors upon their request.
- e. Certify block 33 of DD Form 1556, if needed.
- f. Maintain student rosters.

### **2. HRDD will:**

- a. Notify the sponsoring organization of the upcoming on-site schedules. Designate a point of contact within the sponsoring organization and provide the name of POC to schools.
- b. Announce the courses at least 45 days prior to course starting date, in coordination with sponsoring organizations.
- c. Review submitted DD Form 1556 for completeness and eligibility.
- d. Certify block 33 and 36, DD Form 1556 and issue a copy to attendees.
- e. Initiate actions to contract for training facilities when Government training facilities are not available.
- f. Process payment vouchers upon receipt of invoices from training vendors.

## ON-SITE TRAINING COURSES



**K. Tuition Assistance Program (Non-Government Training):**

When the required training is not available from Government sources, employees may be trained in non-Government facilities. All costs of training in non-Government facilities may be borne by nominating activities when the training is justified in terms of improved skills, knowledge, and abilities in performance of official duties. Requests for training in non-Government facilities and for tuition assistance will be made on a DD Form 1556, signed by the supervisor, forwarded to RM for fund approval, and will be submitted to the servicing CPAC not later than 20 working days prior to the course start date.

**1. Non-Government Training Facility not Designated by the Ministry of Labor (MOL) Republic of Korea Government (ROKG):**

CPACs will:

- (1) Ensure that the non-government training facility is approved for use by DHRM, Eighth U.S. Army.
- (2) Provide technical assistance and guidance on preparation of DD Form 1556 to employees whose official duties require skills, knowledge and abilities that can be gained through non-Government training facilities.
- (3) Review training requests (DD Form 1556) for completeness, eligibility, valid fund citations, and proper approval.
- (4) Before an employee is allowed to participate in training in a non-Government facility, written approval must be obtained from management when the approval authority is delegated to him/her.
- (5) Forward approved training applications to the school or the supervisor.
- (6) Upon completion of the course, the employee should submit to CPAC a copy of the certificate of satisfactory completion or grade record and the original and two copies of official receipt for payment of tuition costs.
- (7) Process payment vouchers (SF 1034) to the Finance Office for effecting reimbursement of training costs.
- (8) Certify block 33 and 38, DD form 1556 and issue a copy to attendees.

**2. Non-Government Training Facility Designated by Ministry of Labor (MOL), Republic of Korea Government (ROKG):**

As part of the Vocational Ability Development Program of the ROK Employment Insurance Plan, the MOL, ROK government will reimburse United States Forces Korea for training costs of



USFK Korean employees at a non-Government facility designated by the MOL, ROK, upon successful completion of that course.

a. CPAC will:

(1) Ensure the MOL designated non-Government training facility is approved for use by DHRM, EUSA.

(2) Provide technical assistance and guidance on preparation of DD Form 1556 to employees whose official duties require skills, knowledge and abilities that can be gained through non-Government training facilities.

(3) Review training requests (DD Form 1556) for completeness, eligibility, valid fund citations, and proper approval.

(4) Certify block 33 and 36 of DD form 1556.

(5) Before an employee is allowed to participate in training in a non-Government facility, written approval must be obtained from management when the approval authority is delegated to him/her.

(6) Forward approved DD Form 1556 and SF 1034 to the servicing Finance Office for advanced payment of tuition.

(7) Upon completion of the course, the employee should submit to their servicing CPAC a copy of the certificate of satisfactory completion and the original and two copies of official receipt for payment of tuition costs issued by the school.

(8) Forward a copy of MOL Refund Request Form #6, completed DD Form 1556 and SF 1034, certification of completion, and receipts for tuition payment to DHRM, Eighth U.S. Army within 20 days after completion of the course.

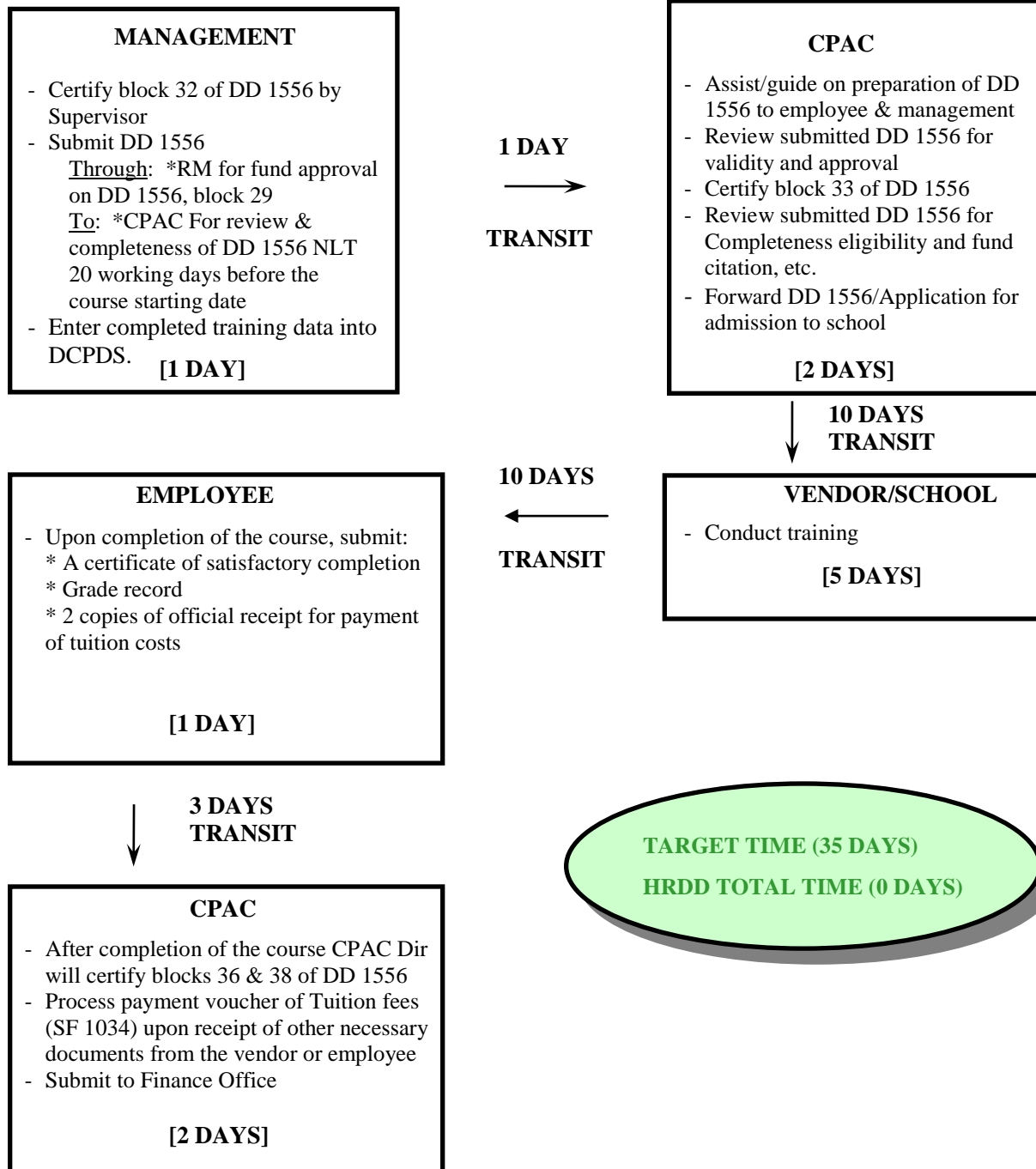
b. DHRM, EUSA will

(1) Forward the documents to the Western Seoul Branch Office, MOL, ROK government, for reimbursement.

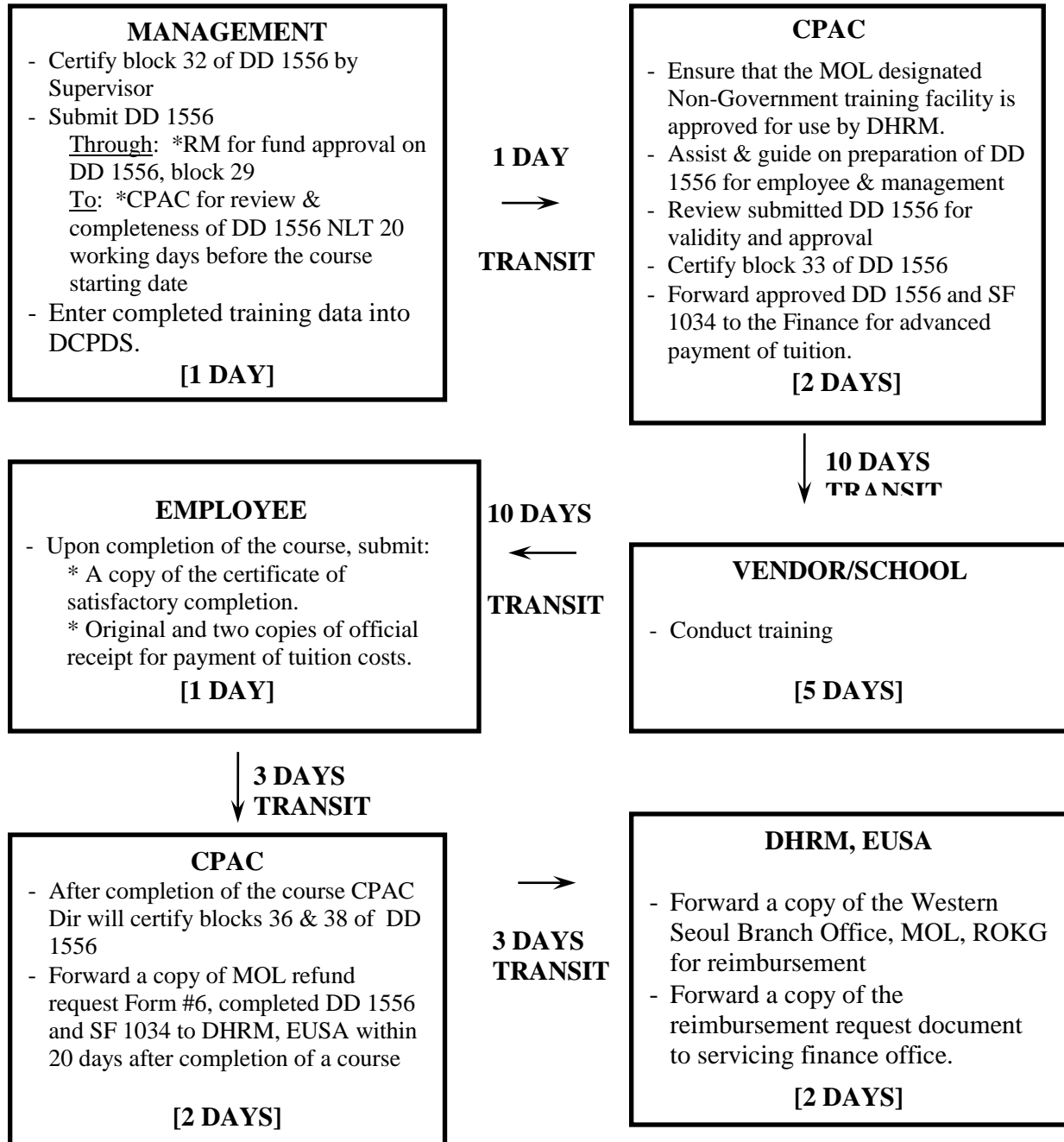
(2) Forward a copy of the reimbursement request documents to the servicing finance office for information.

## **TUITION ASSISTANCE PROGRAM**

(Non-Government training facility NOT designated by MOL, ROKG)



**TUITION ASSISTANCE PROGRAM**  
**(Non-Government training facility designated by MOL, ROKG)**



**TARGET TIME (40 DAYS)**  
**HRDD TOTAL TIME (0 DAYS)**

**L. Army Correspondence Course Program:**

DA Pam 350-59 (Army Correspondence Course Program Catalog) provides guidance on how to enroll in correspondence courses and lists training available to employees whose official duties or prospective duties require knowledge and abilities that can be gained through correspondence study. Some commercial correspondence schools and Government agencies offer job-related and professional training at a moderate cost. If justified under AR 690-400, Ch 410, subchapter 5, employees may be reimbursed for the cost of such training. Correspondence courses requiring training costs will be processed based on procedures explained in paragraph J, Tuition Assistance Program. US employees will register and enroll in correspondence courses through the Army Institute for Professional Development (AIPD)'s web site, <http://www.atsc.army.mil/accp/aipdnew.asp>. Korean employees will complete DA Form 145 and forward it to the following address to enroll in correspondence courses:

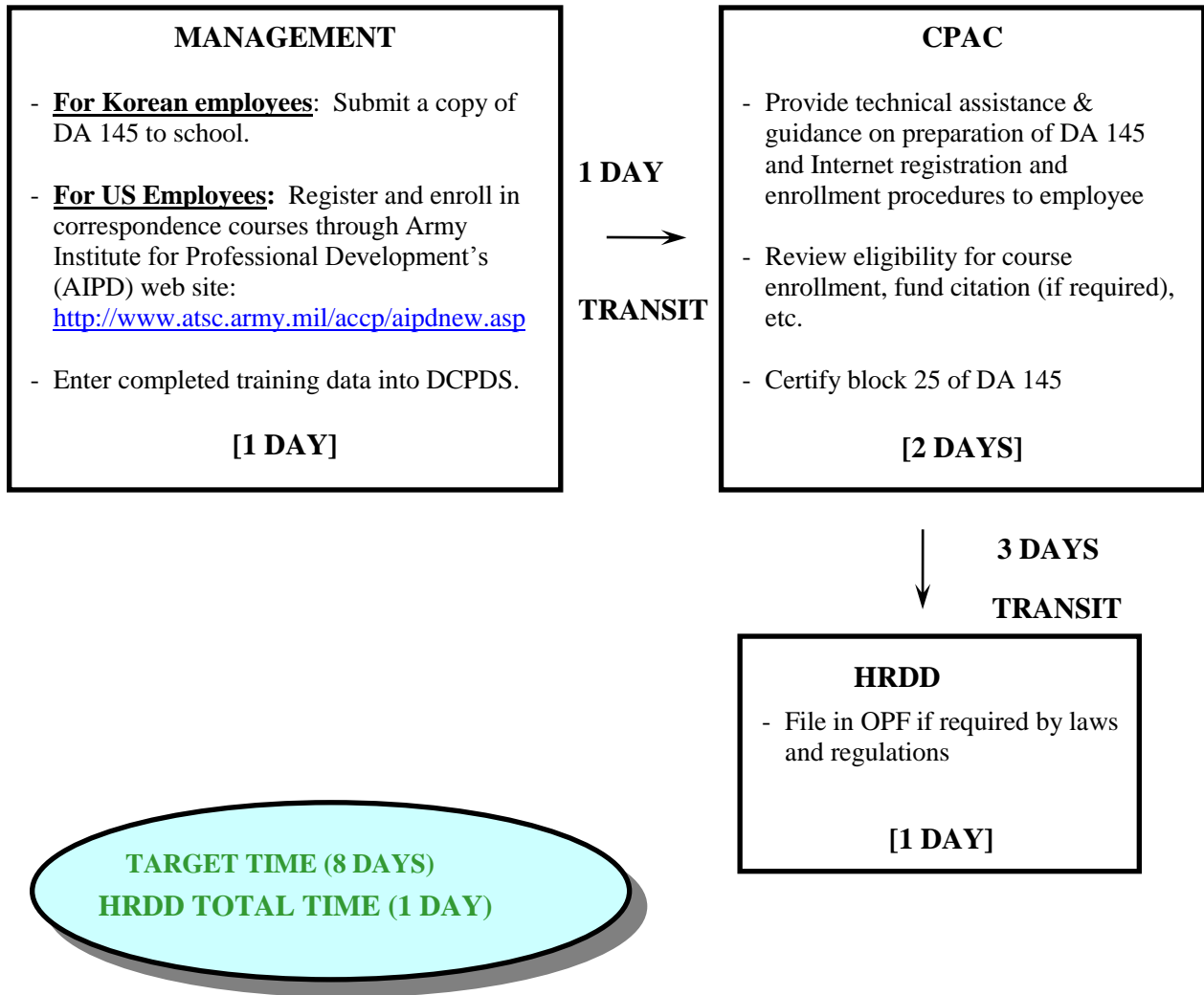
The Army Institute for Professional Development  
US Army Training Support Center  
Newport News, VA 23628-9989

DD Form 1556 will be used for tuition charged correspondence courses.

1. CPACs will:

- a. Provide technical assistance and guidance on preparation of DA Form 145 (Army Correspondence Course Enrollment Application) and internet registration and enrollment procedures to employees.
- b. Review applications for completeness and eligibility.
- c. Certify block 25 of DA Form 145 and forward completed DA Form 145 to the Army Institute for Professional Development (AIPD) Army Training Support Center.
- d. Obtain and forward training completion notice to HRDD for file in OPF if required by laws and regulations.

## ARMY CORRESPONDENCE COURSE PROGRAM



**NOTE: Correspondence courses requiring training costs will be processed with the following procedures shown on the Tuition Assistance Program BPM.**

**M. Evaluation of Training:**

Training courses conducted must be evaluated to determine if the objectives were achieved. Evaluations must be communicated to the HRDD staff. An evaluation form is normally forwarded to the trained employees and their supervisor within 3 months after the training. Any other information that may be of interest to the school or the HRDD staff should be provided to improve the training.

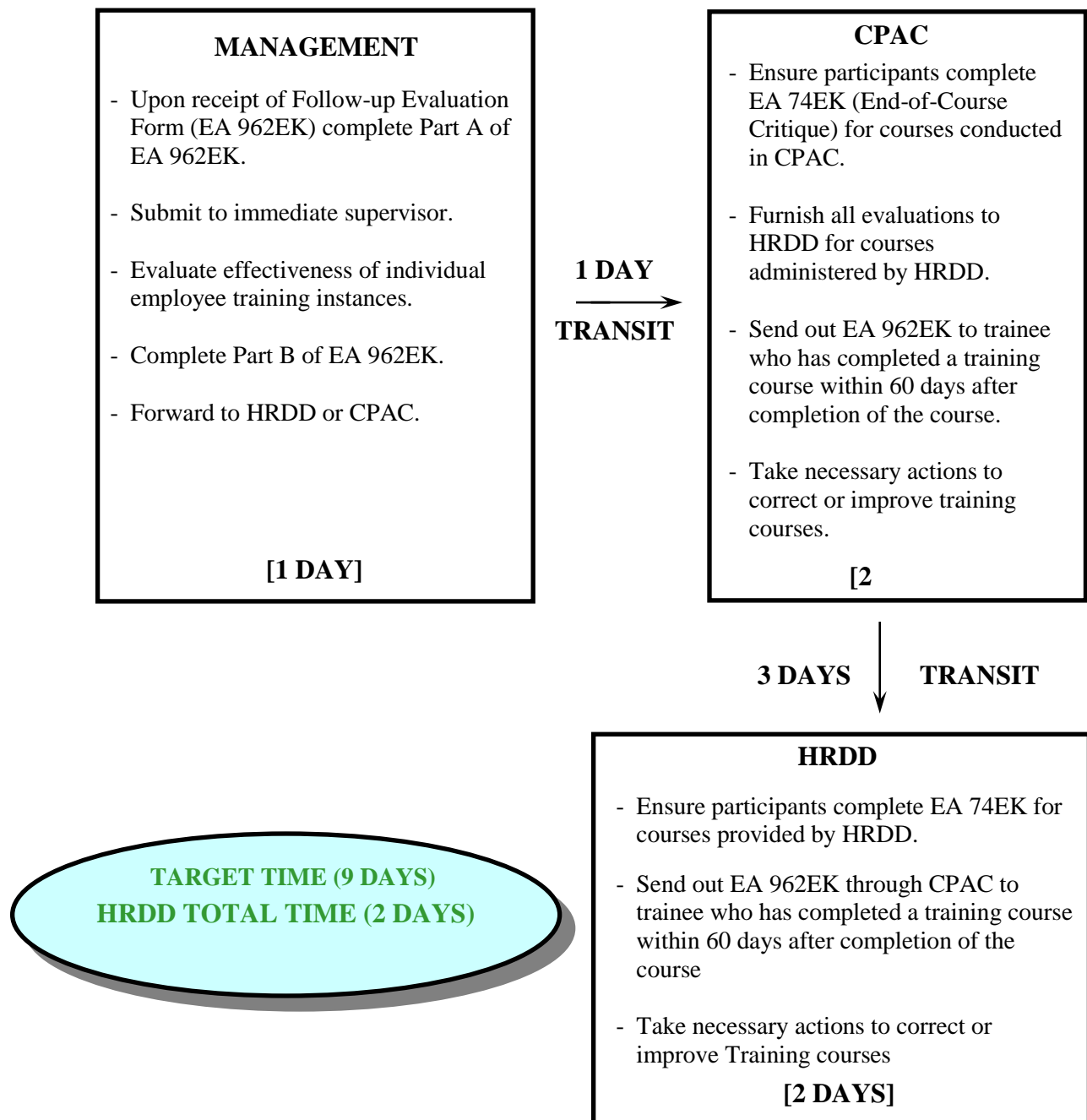
**1. CPACs will:**

- a. Ensure participants properly complete an evaluation for all courses of 8 hours or more conducted in the CPAC.
- b. Furnish all course evaluations (EA Form 74EK) to HRDD for courses administered by HRDD.
- c. Forward follow-up evaluation, EA Form 962EK, to the employee who has completed a training course of 8 hours or more conducted in the CPAC. The follow-up evaluation completed by each participant and supervisor should be returned to CPAC within 60 days after completion of the training.
- d. Take necessary actions to correct or improve training courses based on information obtained through critiques, comments, or follow-up evaluations.

**2. HRDD will:**

- a. Ensure participants properly complete EA Form 74EK for all courses of 8 hours or more presented by HRDD.
- b. Forward follow-up evaluation, EA Form 962EK, to the employee who has completed a training course of 8 hours or more conducted in CPOC. The follow-up evaluation completed by each participant and supervisor should be returned to HRDD within 60 days after completion of the training.
- c. Take necessary actions to correct or improve training courses based on information obtained through critiques, comments, or follow-up evaluations.

## EVALUATION OF TRAINING



## **O. Training Records & Reports**

Training records are no longer filed in the employee's Official Personnel Folder (OPF). All mandatory training and all training eight hours or more in duration, excluding correspondence course sub-courses, must be documented in the employee's official training record, part of the Defense Civilian Personnel Data System (DCPDS). The Korea Area standard for DCPDS data entry is 100% of Army civilian employee training, US and KN, within 30 calendar days of the completion date.

### **1. HRDD will:**

- a. Enter into DCPDS all completed training for Korea Area Regional Training Program courses. Target: within 10 working days.
- b. Provide training to CPAC training coordinators in current documentation procedures as needed.
- c. Provide support to organizations and CPACs as needed in order to meet the 100%-within-30-days standard.
- d. Maintain course and student evaluation sheets for regional courses and other records as required. Provide feedback reports to commanders on the status of mandatory training accomplishments, if requested.
- e. Prepare recurring or one-time reports required by higher headquarters or other agencies.

### **2. CPACs will:**

- a. Enter into DCPDS all completed training for CPAC-sponsored local courses.
- b. Provide training to organizational training coordinators in current documentation procedures when needed.
- c. Provide support, including data entry assistance, to organizations as needed in order to meet the 100%-within-30-days standard. Notify HRDD of any problems within their area that cannot be resolved locally.
- d. Maintain student rosters and statistical data for local courses and provide feedback to HRDD and commanders on the status of mandatory training accomplishments as requested.

### **3. Organizational Training Coordinators will:**

- a. Enter into DCPDS all training completed by employees in-house, at non-Area organizations in Korea, in CONUS or elsewhere that have not been otherwise entered.

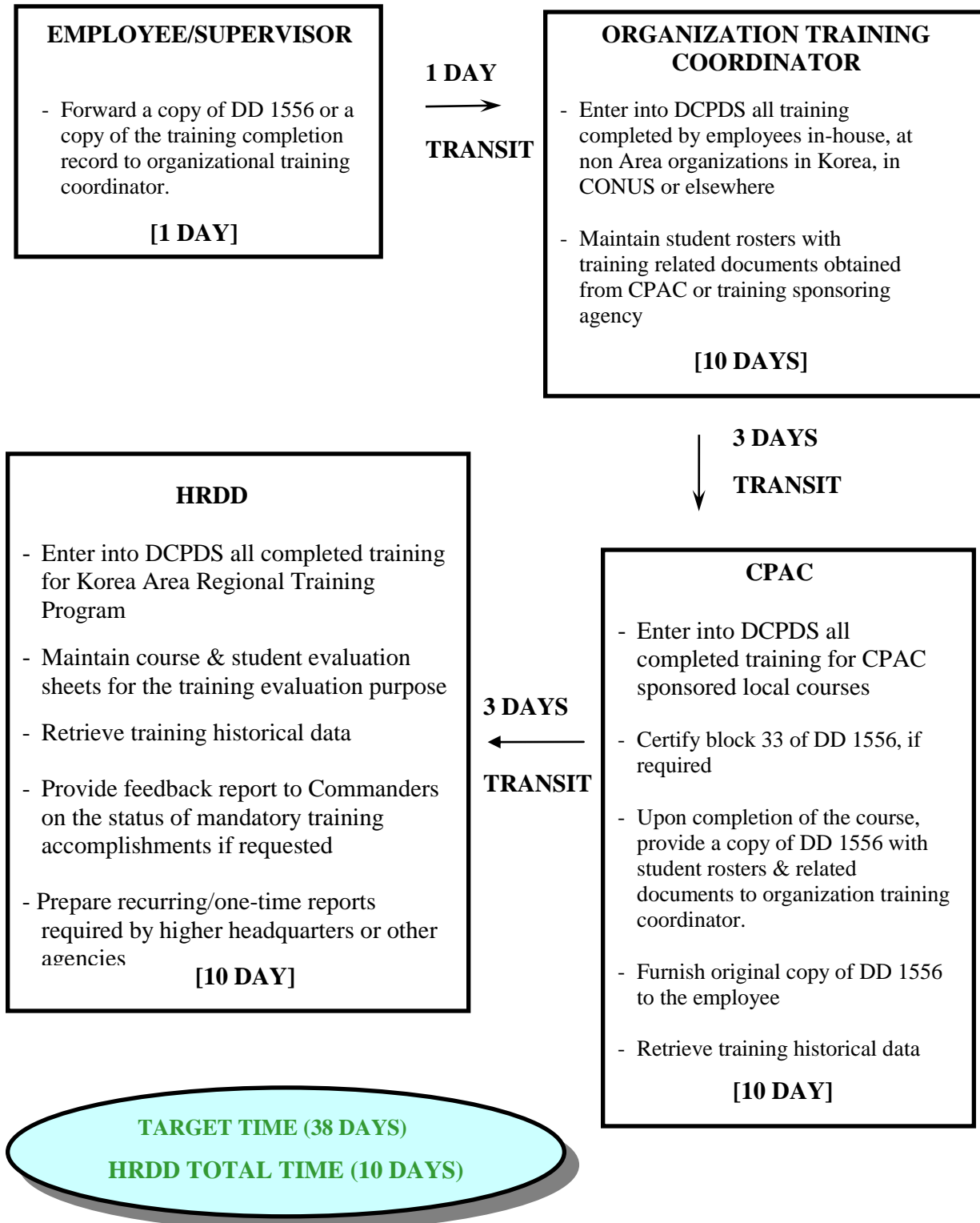


b. Notify their local CPAC of any problems they have meeting the 100%-within-30-days standard. Work with the CPAC to resolve them.

c. Maintain student rosters, DD Form 1556s, certificates and related training documents and statistical data as required and provide feedback as requested. Retrieve training records for employees as necessary.

4. Employees/Supervisors/Managers will: Forward a copy of the DD Form 1556, student roster, certificate or other document to the organizational (or local CPAC) training coordinator within 10 working days of the date the course was completed. This includes self-development courses. Periodically monitor employee training records in DCPDS for completeness and accuracy. Notify the local CPAC of any problems, including timeliness of data entry.

## TRAINING RECORDS & REPORTS



**P. Proposed Processing for Career Program Registration Documents:**

The Area Manager has overall responsibility for the administration of employment programs within the Korea Area. Within the CPOC/CPAC's, the Chief, HRD will be responsible for developing and implementing specific employment programs and procedures consistent with Eighth Army and Department of the Army policy and in accordance with the Code of Federal Regulations and Office of Personnel Management rules. Each CPAC Chief is responsible for providing advice and assistance to serviced managers on employment programs, policies, and procedures, and for processing personnel actions which require interface and coordination with management officials, the current work force and job applicants.

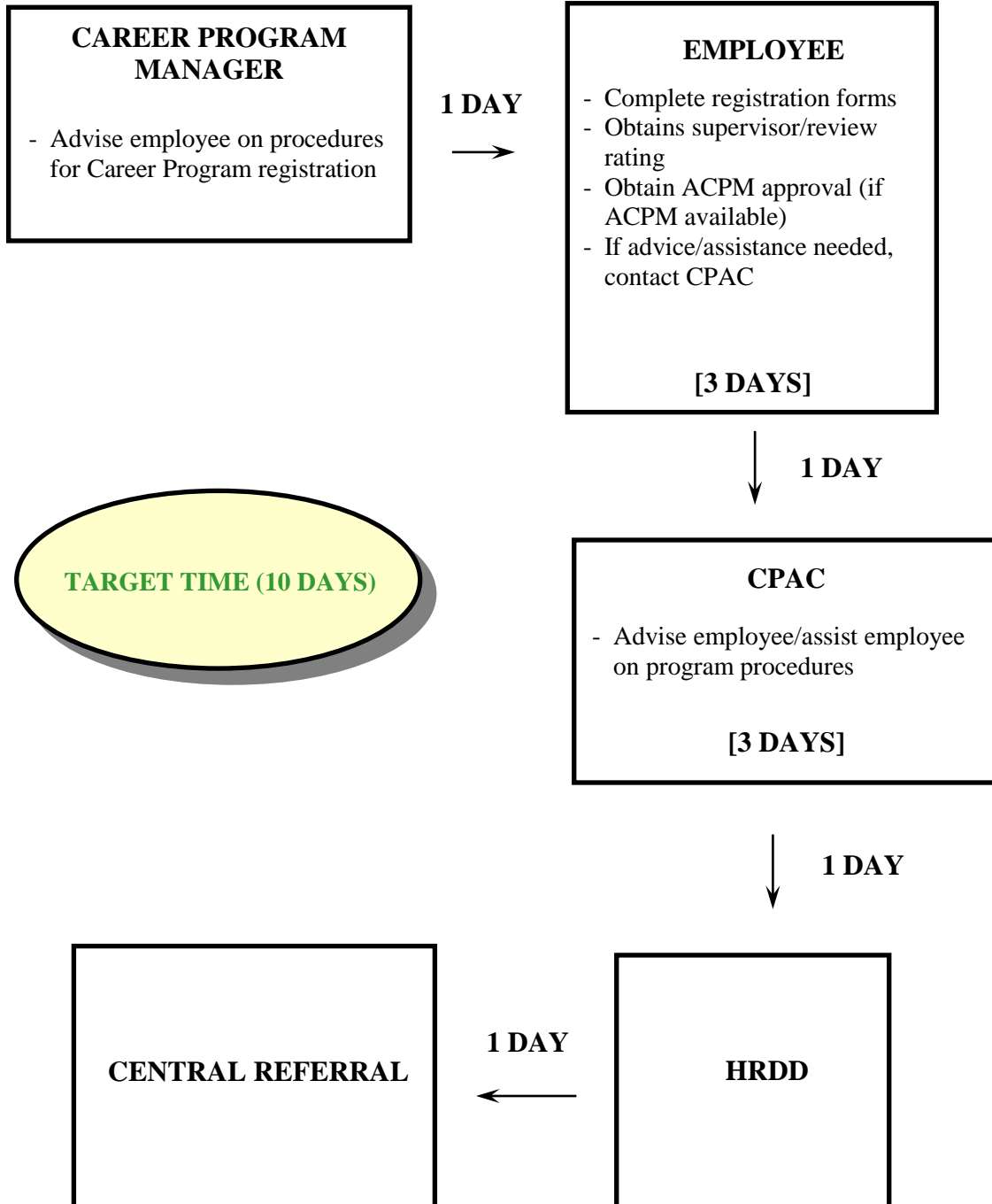
**1. HRDD will:**

- a. Administer program for conducting an internal audit of actions to ensure compliance with regulatory and legal requirements.
- b. Review and process requests for exception to policy or regulations related to employment through appropriate command channels.
- c. Administer the Career Management Program for career employees.
- d. Provide technical assistance to CPAC generalists on employment policies, regulations and procedures.
- e. Provide subject matter experts to participate in training workshops for customers.
- f. Respond to requests and inquiries for information such as Congressional inquiries, EEO inquiries, FOIA, and Privacy Act requests.

**2. CPACs will:**

- a. Develop and administer training and information workshops for managers and employees on employment programs and policies.
- b. Provide expertise to employees.
- c. Provide employment report data to managers using standardized and unique reports from DCPDS.

## PROPOSED PROCESSING FOR CAREER PROGRAM REGISTRATION DOCUMENTS



# APPENDIX A

## REFERENCES

- A. Title 5, United States Code (U.S.C.)
- B. Title 5, Code of Federal Regulations (CFR)
- C. AR 690-400, Chapter 410 (Training)
- D. AR 690-950 (Career Management)
- E. Joint Travel Regulations (JTR), Volume 2
- F. DA Pam 351-4 (US Army Formal Schools Catalog)
- G. DA Pam 351-59 (Army Correspondence Course Program Catalog)
- H. DOD 5010. 16-C (Defense Management Education and Training Catalog)
- I. Defense Acquisition University Course Catalog
- J. USFK Reg 690-1 (Regulations and Procedures - Korean Nationals)
- K. EUSA Reg 690-5 (Civilian Personnel Training and Development)
- L. Assistant G-1 for Civilian Personnel, Training Management Division Course Schedules.
- M. National Independent Study Center (NISC), United States Department of Agriculture (USDA) Graduate School

## **APPENDIX B**

### **ACRONYMS**

ACCESS	Army Civilian Career Evaluation System
ACPM	Area Career Program Manager
ACTEDS	Army Civilian Training Education and Development System
AF	Appropriate Fund
AIPD	Army Institute for Professional Development
AODC	Action Officer Development Correspondence Course
ATRRS	Army Training Requirements and Resources System
BOA	Business Objects Application
CHRA	Civilian Human Resources Agency
CHRTAS	Civilian Human Resource Training Application System
CPAC	Civilian Personnel Advisory Center
CPM	Civilian Personnel Management course for military supervisors of U.S. civilian employees
CPM	Career Program Manager
CPOC	Civilian Personnel Operations Center
CSU	Civilian Service Unit
DA	Department of the Army
DCPDS	Defense Civilian Personnel Data System
DHRM	Directorate of Human Resources Management
DOD	Department of Defense

EDS	Employee Development Specialist
EEO	Equal Employment Opportunity

## ACRONYMS (CONT'D)

EUSA	Eighth U.S. Army
FY	Fiscal Year
HQ	Headquarter
HQDA	Headquarter Department of the Army
HRDD	Human Resources Development Division
IDP	Individual Development Plan
IKS	Introduction to Korean Supervision Course
KN	Korean National
LEAD	Leadership Education and Development Course
LTT	Long Term Training
MACOM	Major Command
MDC	Manager Development Correspondence Course
MDCPDS	Modern Defense Civilian Personnel Data System
MOL	Ministry of Labor
MPM	Military Personnel Management Training for Civilians Who Supervise and Rate Military Personnel
NAF	Non-Appropriated Fund
OPF	Official Personnel Folder
OPM	Office of Personnel Management
OTA	Oracle Training Administration
POC	Point of Contact
PSM	Personnel Systems Manager
RM	Resource Management



## **ACRONYMS (CONT'D)**

ROKG	Republic of Korea Government
SDC	Supervisor Development Correspondence Course for U.S. military and civilian supervisors
SDP	Supervisor Development Program for KN Supervisors
SOP	Standing Operating Procedures
TACITS	Total Army's Centralized Individual Training Solicitation
TAPES	Total Army Performance Evaluation System
TFC	Theater Finance Command
TSC	Theater Support Command
UTC	Unit Training Coordinator

## APPENDIX C

### FORMS

DD 1556	Request, Authorization, Agreement, Certification of Training and Reimbursement
DD 1610	Request and Authorization for TDY Travel of DOD Personnel
DA 145	Army Correspondence Course Enrollment Application
EA 67	Orientation Checklist - U.S. Citizen Employees
EA 69EK	KN Orientation & Job Induction Checklist
EA 962EK	Evaluation of Training Course
EA 74EK	End-of-Course Critique of Training Course
SF 1034	Public Voucher for Purchases and Services Other than Personal